



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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General Position Information

Job Title: Senior Technical Advisor

Position Number: ICC07

Position Grade: GS-15

Salary Range: \$126,233 – \$176,300 (not applicable for detailees)

Vacancy Open Period: 02/17/2022 – 03/04/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/ICCIO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to one grade below may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

For a detailee assignment:



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- Current Federal Government employees. (Current GS employees at the same grade or up to one grade below may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission:

The Intelligence Community (IC) Chief Information Office is responsible for advancing the Intelligence Community's mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community's enterprise architecture and enterprise information technology.

Major Duties and Responsibilities:

IC CIO is seeking a highly motivated Senior Technical Advisor to perform a comprehensive range of direct executive-level duties in support of the IC CIO. Incumbent will be responsible for directing substantive issues essential to the direction and operation of IC CIO. The paramount qualifications required are extensive technical and policy knowledge and understanding of the IC CIO mission and management principles, practices, methods and techniques, and skills in integrating management services with the general management of an organization.

Lead the implementation and oversight of IC CIO identified strategic projects and provide analysis and other senior level support as a member of the senior leadership team.

Provide guidance and expert advice to the IC CIO and Deputy on complex IT projects and programs that may include ill-defined requirements, ambiguity, and multiple dependencies, and ensure alignment with strategic and corporate objectives.

Advise executive leadership on critical issues to facilitate IC CIO decision making process, and provide recommendations on major topics and complex technical integration programs.

Serve as primary liaison and facilitate effective communications between the designated senior executive, other senior executives, management, and staff, both internal and external to ODNI, on identified strategic projects.

Maintain current awareness of major technical developments and IC programs of interest and provide updates to the IC CIO leadership team.

Research, review and investigate policy and technical matters, and develop recommendations and options for the IC CIO and Deputy.

Provide subject matter expertise in the production of communications and briefing materials to enhance intelligence mission effectiveness and integration.



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Represent IC CIO and related fora conducting ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, US Government, and oversight organizations (e.g., Congress and OMB), as needed, to meet mission objectives.

Mandatory Requirements:

Extensive knowledge of mission area operational topics, capabilities, and strategic intent, as well as project management concepts and principles.

Superior oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.

Superior analytical, critical thinking, and problem solving skills, including the demonstrated ability to interpret complex information from multiple sources.

Demonstrated expertise within the Intelligence and Chief Information Officer communities.

Proven leadership ability and business acumen, capable of developing effective integration strategies, building coalitions, and driving change to improve operations within large, complex organizations.

Extensive knowledge of the US IC and Department of Defense (DoD), to include prior IT work at one or more of the IC elements.

Superior ability to manage competing priorities while maintaining a high level of attention to detail; demonstrated ability to work effectively with ODNI's leaders in a highly active, fast-paced, and demanding organization.

Demonstrated interpersonal skills and organizational effectiveness, including the ability to develop working relationships and networks with internal and external leaders to coordinate and communicate across the federal government.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for



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detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information



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ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**